

**To:** CN=Cynthia Sonich-Mullin/OU=CI/O=USEPA/C=US@EPA[]  
**Cc:** []  
**From:** CN=Kelly Collins/OU=CI/O=USEPA/C=US  
**Sent:** Tue 12/18/2012 12:26:31 PM  
**Subject:** Re: Calendar

Hi Cindy,

Your set meetings with Tina and the virtual meetings are both on the calendar. Yesterday, I delegated the Matrix to Brian and added in the Tina meetings. I did not include the STD meetings but will do that now.

Also, I will schedule a meeting with Alice as you request.

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From: Cynthia Sonich-Mullin/CI/USEPA/US  
To: "Kelly Collins" <Collins.Kelly@epamail.epa.gov>  
Date: 12/18/2012 07:09 AM  
Subject: Calendar

Good morning, Kelly.

I notice that meetings with Tina are not on my schedule today. Same for the virtual meeting tomorrow and Thursday.

Please add these agendas into my calendar and let's discuss conflicts this morning.

Also, please work with Alice to arrange a full briefing on the Pavillion summary and analysis presentation. Both Gary and I need to be briefed up...before Thursday. If we can be briefed together that would be best but if Gary is not available I need to go ahead. I know that Gary is off.

Alice should identify how it would be best to get through all the materials and who she wants at this briefing with her (Linda, Ayn, Jose etc).

Thanks!  
Cindy

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